TECHNOLOGY SYSTEMS TECHNICIAN - 1335

GENERAL DEFINITION AND CONDITIONS OF WORK:
Performs intermediate professional and technical work in the selection, installation and support of the city's microcomputer systems. Position also responsible for development and maintenance of the City's web page. Work is performed under general supervision.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Provides technical assistance and training to PC users and develops and maintains the city's webpage. Assist with the accounting and implementation of other technology such as phones and radios.
Reviews microcomputer needs and program specifications for users for current and future systems.
Assists users with software questions and problems related to the operation of PCs.
Assists users in determining microcomputer and software needs; assists in acquisition of software.
Installs and maintains network and software applications, including upgrades; assist in the repair of software and hardware malfunctions.
Provides training and education to users on the use of computers and associated software.
Establishes and maintains documentation related to micro-systems, phones, radios, mobile phones, etc.
Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of capabilities and operation of microcomputers; considerable knowledge of repair and maintenance of microcomputer equipment; considerable knowledge of programming for microcomputer applications; considerable knowledge of system software, operating environments, and networks; ability to maintain standards and compatibility of microcomputer systems; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with users and vendors; ability to work independently and tak on responsibilities of a large area network.

EDUCATION AND EXPERIENCE:
Any combination of education and experience equivalent to graduation from a two year college with a degree in computer science and at least three years microcomputer related experience.

SPECIAL REQUIREMENTS:
Prefer experience in Windows NT, Web design, Excel, Word, Access, and Powerpoint.